

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> Dress Code	<b>Policy Number:</b> 37
<b>Number of Pages:</b> 3	<b>Section:</b> XIV
<b>Attachments:</b> None	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> June 1, 2012 Revised December 15, 2019	<b>Approved:</b>  James Maccarone, Director

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that all DYS staff adhere to the Mississippi Department of Human Services Dress Code policy. All DYS staff must adhere to the Oakley Youth Development Center Dress Code policy while on campus.

**II. DEFINITIONS**

None

**III. PROCEDURE**

None

**IV. PURPOSE**

This policy is established for the purpose of providing guidelines in promoting a professional image. This policy is not to be constructed as a uniform dress code, but as a guide for acceptable business attire for employees of the Mississippi Department of Human Services, Division of Youth Services.

**Personal Appearance:**

The Mississippi Department of Human Services recognizes that standards of dress vary depending on the individual, work location, type of work, and amount of contact with the public. Therefore, it shall be the obligation of the employees to use discretion and good judgement in dress, and ensure that their clothing and accessories are clean, presentable, fitted properly, and reflect suitable business attire. MDHS employees are not to wear suggestive or revealing attire that would divert attention from work in progress. Additionally, employees are required to

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maintain reasonable standards of personal grooming and hygiene that is not offensive to the general public or fellow workers.

Employees are expected to dress in business attire for the normal course of their work each business day. Business attire shall be defined as non-casual apparel that is neat, clean and fitted properly. Shirts tails shall be tucked in.

MDHS business attire includes:

Long sleeve dress shirt	Skirt
Short sleeve dress shirt	Dress pants
Dress slacks	Pants suit
Blazer jacket	Dress
Suit	Blouse
Tie	Dress shoes

MDHS business attire does not include:

Athletic wear	Sweat suits (sweat pants/shirts)
Tank tops	Biking pants
Halter tops	Yoga pants
Torn or tattered blue jeans	Spandex
House slippers	Dusters/robes
Flip Flops	Midriff tops
Shorts (regardless of length or type)	
Leggings, without a top that reaches mid-thigh	

### **Casual Fridays:**

The Executive Director has authorized all employees of MDHS to dress casual on Fridays of each week. In the instance an employee is off on Friday, or a recognized holiday falls on Friday, neither the preceding Thursday, nor the following Monday will be recognized as a casual day. Division of Youth Services employees who knowingly have court on a Friday, should wear business attire to court.

Some examples of clothing authorized to be worn on casual Friday are:

- Blue jeans or denim pants – must not be torn or tattered
- Collared button up shirts or golf shirts
- Agency T-shirts – any other T-shirt is not permitted
- Casual shoes or tennis shoes – no house shoes, athletic sandals, or flip flops
- Casual slacks
- Casual tops or blouses – no tank or halter tops

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This is merely an illustrative list, not exhaustive. Employees are always expected to exercise good taste in their choice of clothing. Management will make the final determination as to what is acceptable clothing under this policy.

**Compliance:**

Managers are expected to insure that employees understand their obligations under this policy. Employees shall be advised that failure to dress appropriately after verbal or written notice may result in disciplinary action.

**DYS Institutional Dress Code Policy XV.3.D:**

Community Services Section Youth Services Counselors will advise family members of youth committed to Oakley that they must adhere to the dress code policy of Oakley. Visitors are expected to dress appropriately. Refusal to comply with the dress code may result in refusal/limitations of visitation or a request to leave the premises.

The following articles or type of clothing is considered inappropriate for a juvenile setting, and shall not be worn:

- a. Spandex, or tight fitting clothing
- b. Shorts, more than 3" above the knee
- c. Halter tops
- d. Plastic "shower" caps
- e. Headwear (hats, caps. etc.)
- f. Dresses/skirts with inappropriate splits and/or that are more than 3" above the knee
- g. Open toed shoes or sandals
- h. Transparent clothing
- i. Low-cut tops or bare shoulders
- j. Tank tops
- k. Any clothing article with inappropriate language, symbols or gang signs